Washington State

Community Emergency Response Team (CERT)

Standards

Table of Contents

I. Background

The CERT program was born in Los Angeles in 1985 as a means for training civilians to meet immediate needs after a disaster. In 1993 the program was adopted by the Federal Emergency Management Agency (FEMA) and made available nationally. Initially instructors were trained out of the Emergency Management Institute (EMI). In 2003 the responsibility for training instructors was transferred to State CERT Program Offices, however, materials were not provided to support the effort. Washington created their own materials and taught 5 classes between 2006 and 2007.

In order to help ensure that CERT is the effective program that it was designed to be, the National CERT Program Office began in 2008 piloting federal train-the-trainer materials; so that instructors can receive robust training in order to provide quality instruction to CERT volunteers. Those materials were released at the end of 2011. The National CERT Program Office has tasked each State CERT Program Office with developing standards that will allow the CERT program to be effective and operational for that State.

Standardization does not negate the opportunity to customize training based on local hazards, risks, policies or procedures. However, having a standard will facilitate better engagement and utilization of CERT volunteers, and allow for cross-jurisdictional training, exercises, and response support. In addition, standardization further supports volunteer engagement in that CERT volunteers meeting the standard will be able to deploy if they chose, or join another program in the event they move. Standardized CERT training begins with the instructors.

II. Instructor Certification

A. Train-the-Trainer Instructors

Quality instructors begin with quality instruction. To ensure that standard, only State-approved Train-the-Trainer (TTT) Instructors will be authorized to train new CERT instructors. CERT TTT Instructors will be selected based on the following criteria:

- Veteran CERT instructor of at least 3 years
- Program and/or course manager responsibilities currently or in the past
- Reviewed and approved by the State CERT Program Manager

NOTE: attendance at an EMI Train-the-Trainer course, whether on-site or mobile, does not qualify one to be a State-approved TTT Instructor.

B. New Instructors

Only CERT instructors trained by State-approved TTT Instructors will be recognized. **Individuals attending the CERT TTT (E/L428) class offered by EMI must notify and coordinate with the State CERT Program Manager to be approved and registered as an instructor in Washington State.** Local programs may have additional requirements that instructors must adhere to before being able to instruct.

To attend EMI (E428), an individual must complete the application and submit through the State Training Officer. See http://training.fema.gov/EMICourses/EMICatalog.asp for pre-requisites, forms and contacts. All costs are covered to attend EMI.

Contact the State Training Officer and State CERT Program Manager to sponsor an L428 local delivery. The agency will be responsible for contracting and paying for two EMI instructors to deliver the class, as well as provide classroom and training materials. EMI will provide the manuals, and certificates will be mailed to registered individuals upon course completion.

Contact the State CERT Program Manager for the schedule of or to request state-sponsored G428 classes. The host agency would be expected to provide a location and training materials when possible. The State will provide the manuals and certificates.

C. Existing Instructors

Due to the extended duration without train-the-trainer materials, many programs opted to institutionalize their own instructors in order to sustain their program. This was necessary at the time, and it is not practical or reasonable to expect CERT instructors who may have been teaching for years to attend a train-the-trainer class. Existing CERT instructors who have attended an EMI TTT or Washington State approved TTT may be grandfathered by providing a copy of the TTT certification to the State CERT Program Manager.

Instructors who have not attended an EMI or a State TTT but have taught more than 3 classes may submit an application for review, found on the State Citizen Corps website. A State-approved TTT Instructor will observe the instructor teaching and either approve or determine that the instructor will benefit from attending a TTT class in order to better promulgate the established standards.

III. Responsibilities

A. TTT Instructor

Approved TTT Instructors will coordinate with the State CERT Program Manager for train-the-trainer course notification, delivery, and reporting. TTT Instructors must teach at least one

module annually, and participate in review of existing instructors for grandfathering purposes to retain TTT Instructor status.

B. Instructor Responsibilities

- CERT Instructors must be registered with and maintain their record through the State CERT Program Manager http://www.citizencorps.wa.gov/resources/administration.asp
- CERT Instructors must ensure they are offering training to registered CERT programs http://www.citizencorps.gov/cc/CertIndex.do?reportsForState&cert=&state=WA
- CERT classes must be listed on the National Citizen Corps calendar https://www.citizencorps.gov/cc/showEvent.do?submitCalendar
- Must teach at least one module per year

C. CERT Program Responsibilities

- Ensure CERT program is registered on National website http://www.citizencorps.gov/cc/CertRegWizard.do
- Ensure only registered and approved CERT Instructors teach classes http://www.citizencorps.wa.gov/resources/administration.asp
- Ensure all models and national CERT curriculum is taught as part of the basic class
- Include disaster simulation as part of the course completion requirement
- Conduct student evaluation for each instructor/class
- Include evaluation as part of the final simulation
- Update CERT program record with number trained and types of trainings
- Quarterly provide report to State CERT Program Manager (provided to Program Managers)
- Offer classes annually, or subject to removal from national website

D. State CERT Program Manager Responsibilities

- Approve cadre of Train-the-Trainer Instructors
- Maintain database of TTT and CERT Instructors
- Offer and support delivery of TTT classes

IV. State CERT Program Manager Contact Information

citizencorps@ofm.wa.gov
(360) 725-5290
www.citizencorps.wa.gov

V. Instructor Tiers (see Sections II and III for more information)

Qualifications	Role	Responsibilities
• Paid position in Washington Commission for National and Community Service	**State CERT Program Manager (PM)**	• Approve cadre of Train-the-Trainer Instructors • Maintain database of TTT and CERT Instructors • Offer and support delivery of TTT classes
• Veteran CERT instructor of at least 3 years • Program and/or course manager responsibilities currently or in the past • Reviewed and approved by the State CERT Program Manager	**State-Approved Train-the-Trainer (TTT) Instructors**	• Coordinate with State PM for TTT course delivery • Submit rosters to State PM • Instruct TTT classes • Participate in review of existing instructors • Must teach at least one module annually
• Endorsed by local program • Recommended experienced CERT • Recommended instructor background • Recommended response experience • Approved by State Train-the-Trainer Instructor	**CERT Instructors**	• Approved by State PM or State TTT Instructor • Maintain record with State PM • Coordinate with registered programs for classes • Teach annually